BY ORDER OF THE COMMANDER
AIR FORCE RECRUITING SERVICE

AIR FORCE RECRUITING SERVICE
INSTRUCTION 33-301

24 FEBRUARY 2014

Communications and Information

POSTAL MANAGEMENT PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 33-3 and DoD 4525.8-M/AF Sup 1, *Official Mail Manual.* It establishes and implements postal management policy and procedures for Air Force Recruiting Service (AFRS). It applies to all AFRS personnel. This publication does not apply to Air National Guard (ANG) and Air Force Reserve Command (AFRC) units. Maintain records created as a result of processes prescribed in this publication in accordance with (IAW) AFI 33-322, *Records Management Program, and disposed of IAW the Air Force Records Disposition Schedule (RDS) located at* **https://www.my.af.mil/afrims/afrims/afrims/rims.cfm**.

Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route through the appropriate functional chain of command. *See* Attachment 1 for a glossary of references and supporting information.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. The first major change is the re-structure of **paragraph 3**, outlining more in-depth descriptions of HQ AFRS/RSI and Official Mail Manager (OMM) responsibilities. New information includes: references to RSSI changed to RSS. Quarterly report suspense date changed to semi-annual. Updated links to Mail Management Enterprise Information System sites. Updated Squadron Headquarters and flight office postage stamp requirements. Added paragraph outlining security clearance requirements for civilian personnel assigned to AFRS. Added AF Form 4332 to list of adopted forms.

Section A—General Requirements and Responsibilities

1. Use of DoD Official Mail and Postal Resources. Postage paid for by appropriated funds will be used only for official mail relating solely to the business of the United States government. Postage will not be used to mail items specifically mentioned in DoD 4528.8-M/AF Sup 1, paragraph C1.4 (invitations to social functions, private congratulatory letters, holiday and birthday greetings, etc.).

2. Supplements. HQ AFRS/RSIOK must approve supplements to this instruction before they are published. Groups and squadrons will send a copy of their proposed supplement, via email, to **hqafrs.ko@us.af.mil** or US Postal service addressed to HQ AFRS/RSIOK, 550 D Street West, Suite 1, JBSA-Randolph AFB TX 78150-4527.

3. Responsibilities.

3.1. **HQ AFRS/RSI.** HQ AFRS/RSI is the office of primary responsibility for the overall direction and management of the AFRS postal management program.

3.1.1. HQ AFRS/RSI will:

3.1.1.1. Consolidate postage expenditure reports from AFRS staff agencies and submit to AETC Official Mail Manager via AETC Mail Management Program Site at **https://eis.aetc.af.mil/hq/A6/CSS/SCO/SCOK/MMB/default.aspx**.

3.2. **Groups/Squadrons.** Group/Squadron Commanders will appoint an official mail manager (OMM) for their organization/unit. Organizational OMMs are appointed in writing and copies maintained at both the organization/unit and HQ AFRS/RSI. Use an AF Form 4332, *Accountable Communications Receipt Authorization,* to appoint OMMs*.* The OMMs will oversee the postal program for their units and familiarize themselves with the requirements outlined in DoD 4525.8-M/AF Sup 1 as well as this instruction.

3.2.1. AFSC or job series is not a consideration when appointing OMMs

3.2.2. OMMs will:

3.2.2.1. Ensure adequate postal products are available and postage is maintained on the squadron postage meter.

3.2.2.2. Coordinate with the squadron/group resource advisor to ensure funds are available for payment of postal costs (to include all postal products).

3.2.2.3. Monitor or oversee the contracted Express Mail program.

3.2.2.4. Prepare postal reports as required by HQ AETC and DoD 4525.08_AFI33-365 and ensure proper distribution is made of all incoming/outgoing correspondence from the squadron/group.

3.2.2.5. Submit semi-annual postage expenditure reports of charges for communications sent via USPS or GSA-approved small package carriers; also includes USPS postage charges for address correction, business reply mail, USPS Express Mail, merchandise return service, contractor reimbursements, permit fees, imprint permit mailings, postage due, requester publication rates-second-class, small package carriers; and other miscellaneous costs associated with Air Force official mail operations.

3.2.2.5.1. OMMs will submit data to HQ AFRS Knowledge Operations

SharePoint   at **https://randolph.eis.aetc.af.mil/afrs/AFRSHQ/rsi/RSIO/Knowledge_Operatio ns/default.aspx** no later than the last duty day of March and September. **Note:** OMMs will only report actual postage expenditures during the period. Do not report the amount simply loaded onto the meter (if applicable). OMMs will report expenditures as they are spent.

3.3. **Squadron/Group Resource Advisor (RA).** The RA will monitor postal expenditures and keep the squadron/group commander apprised of all expenditures.

3.4. **Support Flight Commander.** Performs periodic inventories of the organization's on-hand stock to ensure the correct quantity listed on postal logs match on-hand stocks, and verifies receipts are kept for disseminated postal products.

3.5. **Military Entrance Processing Stations (MEPS).** Liaison supervisors are responsible for the overall management of their postal programs.

3.6. **Flight Chiefs and Secretaries.**

3.6.1. Flight chiefs are responsible for the overall management of their postal programs.

3.6.2. Flight secretaries will order and inventory postal products for their flight. Additionally, they will monitor the postal program at the flight level, and will provide training to all recruiters upon arrival into the squadron.

3.7. **Air Force Recruiting Office (AFRO).** Recruiters will order, inventory, and monitor postal products as required to meet routine mail requirements.

Section B—Policies and Procedures

4. Postage Accountability.

4.1. **Chain of Receipt.** A chain of receipts is required every time postage is issued. Receipts must be signed and maintained by the issuing activity. For squadrons ordering stamps on line, the shipping invoice may be used in lieu of receipts.

4.2. **Documentation.** The squadron will maintain a postal product distribution log or spreadsheet to document all transactions taking place within the postal program.

4.2.1. AFROs, MEPS, and flight offices possessing postage stamps will maintain a log or spreadsheet of products used/on-hand. At least quarterly, flights and MEPS will consolidate recruiter postage logs with their own, and submit to the squadron.

4.2.2. The squadron will use the information in paragraph 4.2.1 to determine postage replenishment and reorder. Information will also be used to provide an accurate assessment of all postage used within the squadron.

4.3. **Storage/Security Containers.** Maintain all postage stamps in a lockable container (for example, file cabinet, safe, desk drawer, storage cabinet, etc.) or a locked room. Secure the unit postage meter in a locked safe, locked file cabinet, or in a locked room overnight, and at any other time information management personnel are temporarily absent. Meters operable by pin number are considered secure. At a minimum, pin numbers will be changed every 6 months and immediately when authorized personnel are no longer assigned.

5. Stamps. AFROs, MEPS, and flight offices are permitted to use postage stamps if the unit does not generate enough mail to justify the leasing or purchasing of metering equipment and on items not qualifying for permit postage or pre-metered postage.

5.1. Squadrons are authorized, if needed to provide each user a serviceable postal scale obtained from the squadron, and a local zone chart obtained from the local post office. Squadrons are authorized and encouraged to establish maximum and minimum stock amounts based on historical data. No more than a 90-day supply of stamps will be maintained.

5.2. Squadrons are authorized, if needed, to maintain no more than a 10-day emergency supply of postage stamps for their flight offices to be used only when metering equipment is not operational. This requirement does not apply to squadrons located on Air Force bases that do not maintain a meter.

5.3. Do not integrate official mail stamps with USPS stamp stock and keep official mail funds separate from stamp stock. **Note:** Do not put U.S. postage on material not entering the USPS system. Do not apply postage on items delivered to individuals through the postal service center (PSC).

6. Postage Meter. The postage meter is used by the information management section or designated squadron personnel to affix postage on squadron mail. The squadron should maintain enough postage on the meter to accommodate its needs and accomplish the mission for the remainder of the fiscal year. Excessive amounts must be avoided. This requirement does not apply to squadrons on Air Force bases that do not maintain a meter. PS Form 3602-A, *Daily Record of Meter Register Readings*, will be maintained to record all meter transactions.

7. Contracted Express Mail.

7.1. **Usage.** Use Express Mail only when it is the most cost effective way to accomplish a mission within time, security, and accountability constraints (for example, the only way to meet a short suspense). It will not be used to meet a late suspense when adequate time existed or on days before weekends or holidays, unless the sender has verified that someone will be available on the other end to accept the package.

7.2. **Approval Authorities.** The noncommissioned officer in charge (NCOIC) of the information management (IM) section and the support flight commander are the approval authorities for Express Mail packages. The commander may appoint, in writing, additional personnel to approve contracted Express Mail service.

7.3. **Requesting Contracted Express Mail Service.** Any squadron member can use this service if it has been determined to be the most practical method. The squadron OMM will establish procedures that include adequate written justification by the member requesting express mail service. AETC Form 444, *Request for Express/Next-Day Mail Service*, is the preferred method for requesting express mail service. Upon approval, the requesting office can then request pick-up of the package from the carrier.

7.4. **Verifying Contracted Express Mail Expenditures.** To prevent fraud, waste, and abuse, the squadron will verify all contracted Express Mail expenditures on the invoice or bill provided by the carrier or the Government Purchase Card statement.

7.4.1. The verification will include the statement "All uses of contracted Express Mail are valid and mission essential." This statement will be typed on the bill and signed by the commander or support flight commander.

8. Clearance Requirement for Accountable (Registered) Mail. AFRS does not receive accountable registered mail containing classified material. Therefore, the required security clearance of SECRET is not required. AFRS group or squadron civilian personnel may be designated to receive registered mail that is addressed to their respective organization IAW DoDM4525.8_AFMAN33-306, paragraph C8.1.1.2.

JOHN P. HORNER, Brigadier General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DoD 4525.8-M_AFMAN33-306, *DoD Official Mail Manual, 12 October 2006*

DoD 4525.08_AFI33-365, *DoD Official Mail Management*, 31 May 2011

AFPD 37-1, *Air Force Information Management*

AFI 33-322, *Records Management Program*

Forms Adopted

AETC Form 444, *Request for Express/Next-Day Mail Service*

AF Form 4332, *Accountable Communications Receipt Authorization*

PS Form 3602-A, *Daily Record of Meter Register Readings*

DD Form 2825, *Internal Receipt*

Abbreviations and Acronyms

AFRC—Air Force Reserve Command

AFRO—Air Force Recruiting Office

AFRS—Air Force Recruiting Service

ANG—Air National Guard

CST—Client System Technicians

KO—Knowledge Operations

MEPS—Military Entrance Processing Stations

NCOIC—Noncommissioned Officer in Charge

OMM—Official Mail Manager